

## PROPOSED ITINERARY OF OFFICIAL TRAVEL

**Name:** Dennis Matlock (3HS32)

**Social Security Number:** \_\_\_\_\_

**Destination:** Charleston Chemical Leak - ER/Removal Assessment

**Dates of Travel:** February 23<sup>rd</sup> to February 28<sup>th</sup>, 2014

**Account #:** 2014 T 03W

**Travel Authorization Number:** \_\_\_\_\_

**Purpose Code:** \_\_\_\_\_

**Travel Justification:** Travel to Charleston, WV for continuing ER/ Removal Assessment work at the Freedom Industries Facility. Will travel to Huntington WV on Thursday, 27<sup>th</sup> for Tri State meeting with EPA 3, EPA 4, EPA 5, USCG and WVDEP. Traveling in GOV vehicle. Lodging in Charleston.

**Departing From:** Residence

### Anticipated Travel Items (Check All That apply):

5 Hotel ( Nights) \$ 102.00 plus tax ) May need exemption to approx \$125 per nite

6 Per Diem ( )

\_\_\_\_\_ Airline Ticket (Amount \_\_\_\_\_ )

\_\_\_\_\_ Train Ticket

X Misc (Amount \$ 100.00 )  
(Tolls, parking, etc.)

\_\_\_\_\_ ATM Withdrawal ( \$ )

\_\_\_\_\_ Rental Car

\_\_\_\_\_ POV (Number of Miles \_\_\_\_\_ )

Justification for POV: \_\_\_\_\_

X GSA Car ( \_\_\_\_\_ )

(Date and Time for Pick-Up \_\_\_\_\_)

(Date and Time for Return \_\_\_\_\_)

**SECTION CHIEF SIGNATURE FOR LOCAL TRAVEL:** \_\_\_\_\_

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